



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATE MAIL OPERATIONS**

M. J. AMIKE® FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

**OSMO Information Notice 01-04**

DATE: December 9, 2001

TO: Agencies Subscribing to OSMO's Barcoding Service

FROM: Steve Bice

RE: **Replacement Form**

The Office of State Mail Operations is issuing a three-part form to those agencies that prepare barcoding forms before submitting mail for Barcoding or Flat Presorting services to our messenger staff. This form replaces those previously provided by DMS, and it allows you, DMS, and OSMO to each retain a copy. Please return your remaining supply of DMS provided forms via messenger after you receive the OSMO furnished form.

We intend to supply those agencies that meter their own mail with then new, three-part forms during the initial distribution. Once this is accomplished, OMSO will re-evaluate the need for additional printing volumes so we can provide the rest of you with the replacement form. The two-part form will gladly be accepted until we furnish you with the three-part document. Once this occurs, we will require at least two parts to be submitted with your mail. **Quantities of the three-part form are limited at this time. Please wait until you receive the new, three-part form from OSMO before you return DMS' two-page forms to us.**